

LI 40-175-1
SERVICES
10 March 1954

INSTRUCTION NO.
LI 40-175-1

SUBJECT: Penalty Indicia Mail

1. GENERAL

The purpose of this Instruction is to implement Agency Regulation No. [REDACTED]

2. RESPONSIBILITIES

a. Each Division and Staff Chief shall designate a control point within his area of operations, and each individual shall be responsible for turning in to his control point all penalty indicia material spoiled, or report each piece inadvertently destroyed or used for purposes other than penalty indicia.

b. Responsibilities for completing the action required in the various portions of [REDACTED] are as follows:

- (1) Ref. para. 4 a, b, and c. Each Staff and Division Chief shall submit a report to the Administrative Staff, by the third day following the end of each quarter, attesting to the proper use of penalty indicia material within their Staff or Division, or reporting any misuse. The Administrative Staff shall submit the required report to the Chief, Fiscal Division by the fifth day of the month following each quarter.
- (2) Ref. para. 6 a (1). Supply Division shall submit copies of all procurement documents for penalty indicia items to the Chief, Fiscal Division by the fifth day of the month following the end of each quarter. Negative reports will be made where applicable.
- (3) Ref. para. 6 a (2) and (4). Procurement Division shall forward one copy of every procurement document for penalty indicia items to the [REDACTED] Supply Division, by the third day of the month following the end of each quarter, and will ensure that such documents contain no items other than penalty indicia.
- (4) Ref. para. 6 a (3). Procurement Division shall notify the Chief, Fiscal Division and the Supply Division currently of all cancellations or amendments of procurement documents for penalty indicia items.

2. RESPONSIBILITIES (Cont'd)

(5) Ref. para. 6 c (1), (2), and (5).

(a) Each Division and Staff shall maintain records as required in this paragraph and shall submit, by the fifth of July each year, report and inventory as of 30 June, to the Supply Division on Form "Annual Penalty Indicia Inventory and Usage Report".

(b) The Supply Division shall prepare a consolidation of the above reports, for signature of the Chief of Logistics, no later than 18 July each year.

(6) Ref. para. 6 c (3) and (4). The Supply Division shall prepare report as required in these paragraphs, for signature of the Chief of Logistics, no later than 18 July each year.

(7) Ref. para. 6 c (5). The Supply Division shall submit required receipts currently to the Chief, Fiscal Division.

(8) Ref. para. 6 d (1) and (2). The provisions of these subparagraphs will be adhered to by components of Logistics Office where applicable. Reports received from headquarters offices using penalty indicia items not processed through the Mail & Courier Branch will be received by the Administrative Staff. These reports will be forwarded to the Mail & Courier Branch by the 15th of the month following the end of each quarter for consolidation with report required in paragraph 6 d (4) (see 9 below).

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(9) Ref. para. 6 d (3), (4), and (5). The Mail & Courier Branch, LO/AS, shall maintain required records and prepare consolidated report (see 8 above) for the signature of the Chief of Logistics by the 18th day of the month following the end of each quarter.

FOR THE CHIEF OF LOGISTICS:

Chief, Administrative Staff

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LO/AS/GM:mel

cc: Comptroller (Mr.)

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